

OTAGO GIRLS' HIGH SCHOOL










International Student Handbook



STAFF

You will meet many people during your first few days at OGHS. Here are some of the people you may meet early on. Remember – they are here to help you.

Mrs Davidson (DA)	Principal	
Mrs Stephenson (SN)	International Student Director	
Mrs Boomer (BM)	Dean of International Students	
Ms Taylor (TYR)	Guidance Counsellor	
Mrs Leonor (ML)	IT Manager	
Mrs Grant (JG)	Attendance and First Aid Officer	
Mrs Patterson (MQP)	Librarian	

THE SCHOOL YEAR

	Start Date	End Date
Term 1	Monday 30 January	Thursday 14 April
Term 2	Monday 2 May	Friday 8 July
Term 3	Monday 25 July	Friday 30 September
Term 4	Monday 17 October	Friday 16 December

THE SCHOOL DAY

You have five classes each day. You will have several people teaching you. In New Zealand students change classrooms. You go to the teacher- he/she does not come to you.

8:40 Be at school and go to your locker and organise your books.

8:45 Be in your period 1 class.

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	8:50 - 9:50	8:50 - 9:45	8:50 - 9:50	8:50 - 9:50	8:50 - 9:50
Assembly		9:45 - 10:15			
Period 2	9:50 - 10:45	10:15 - 11:10		9:50 - 10:45	9:50 - 10:45
i-Time			9:50 - 11:05		
Whanau Time	10:45 - 11:05			10:45 - 11:05	10:45 - 11:05
Interval	11:05 - 11:30	11:10 - 11:35	11:05 - 11:30	11:05 - 11:30	11:05 - 11:30
Period 3	11:30 - 12:30	11:35 - 12:30	11:30 - 12:30	11:30 - 12:30	11:30 - 12:30
Period 4	12:30 - 1:25	12:30 - 1:25	12:30 - 1:25	12:30 - 1:25	12:30 - 1:25
Lunch	1:25 - 2:10	1:25 - 2:10	1:25 - 2:10	1:25 - 2:10	1:25 - 2:10
Period 5	2:10 - 3:05	2:10 - 3:05	2:10 - 3:05	2:10 - 3:05	2:10 - 3:05

TIMETABLE

Year 11 **11** Year Level
APH **A** Allan House
 PH Dr Phillips (whanau teacher - homeroom)

Year 11 APH

Otago Girls' High School 1 2019 Timetable Term 3-4 01/12/2019

	Day 1	Day 2	Day 3	Day 4	Day 5
P1	11-13ENLA.A BM D41	11ENGL.TAY.F TAY K05	11JAPA.BTH.E BTH K15	11SCIE.DVK.C DVK S58	11MATH.CE.B CE K05
P2	11MATH.CE.B CE K05	11OUTD.WD.D WD S67	11ITME.OT.I OT S60	11OUTD.WD.D WD S67	11SCIE.DVK.C DVK S58
P3	11SCIE.DVK.C DVK S58	11-13ENLA.A BM D41	11ENGL.TAY.F TAY K05	11JAPA.BTH.E BTH K15	11OUTD.WD.D WD S67
P4	11OUTD.WD.D WD S67	11MATH.CE.B CE K05	11-13ENLA.A BM D41	11ENGL.TAY.F TAY K05	11JAPA.BTH.E BTH K15
P5	11JAPA.BTH.E BTH K15	11SCIE.DVK.C DVK S57	11MATH.CE.B CE K05	11-13ENLA.A BM D41	11ENGL.TAY.F TAY K19

11MATH.CE.B
CE
K05

11MATH = Year 11 Mathematics
 CE = Teacher code (Mrs Cole)
 B = B Line
 K05 = Classroom K-block, room number 05

i-Time: An extended 90 minute period where students can select from a range of activities including curriculum innovation, clubs, tutorials and independent study.

School assembly: Whole school assemblies are held in the hall every Tuesday from 9.45am until 10.15am. After assembly you go to your period 2 class.

Mufti day: On mufti day you may come to school without wearing school uniform. Mufti days are usually held once each term and you will be told in advance what day it will be. As an exchange for wearing mufti, you are expected to make a gold coin donation to charity.

HOUSE SYSTEM

There are four houses and each student and staff member belongs to a house. The houses are named after famous ex-students who have accomplished amazing feats in their times. Each house also has a colour.

House	Colour
Allan	orange
Benjamin	blue
Cruikshank	red
Williams	green

These staff members are heads (leaders), and assistant heads, of the houses. The heads of house' office is K14, which is on the second floor in the K-block at the very end. Each house also has student leaders.

Allan	Head Assistant	HM PLT	Ms Holmes Mis Pollitt
Benjamin	Head Assistant	MV JCE	Mrs Millar Mrs Joyce
Cruikshank	Head Assistant	YG CE	Miss Young Mrs Cole
Williams	Head Assistant	NI FGN	Ms Nielson Mrs Flanagan

Allan: Flora Allan, Dux of OGHS in 1879 and principal 1912-1921. She was a student from 1876-1879.

Benjamin: Ethel Benjamin, New Zealand's first woman law graduate (1897). Ethel started at OGHS in 1883 when she was eight years old and was a student until 1892.

Cruikshank: Dr Margaret Cruickshank, New Zealand's first woman medical graduate to practise. Margaret was a student 1888-1891. She was Dux in 1891.

Williams: Yvette Williams was the first New Zealand woman to win a gold Olympic medal. She won gold in the long jump at the Helsinki Olympics in 1952. Yvette was a student 1942-1945.

UNIFORM

Summer



Summer Uniform:

Checked blouse

Blue skirt

White socks (above the ankle)

Black, flat, leather lace-up shoes that you can polish

Blazer

You may wear a jersey under your blazer.

Winter



Winter Uniform:

White blouse

Tie (striped for seniors)

Kilt

Navy blue stockings (above the knee)

Black, leather, lace-up shoes that you can polish

Blazer

Navy trousers are optional and can be worn all year round

You may wear a jersey under your blazer.

Physical Education



PE Uniform:

Blue t-shirt

Blue shorts

Navy OGHS track suit and microfleece (optional)

Sports shoes

This can be bought at NZU (New Zealand Uniforms).

We will help you to get your uniform on the first 1-2 days of starting school.

If you are studying at OGHS for one term or less, you can wear your own school uniform. If you need to get a school uniform to wear, you can buy a second hand one from the on-site school uniform shop. We can also help you buy a new uniform. You can re-sell the uniform back to the school when you are finished at OGHS, minus the cost of dry-cleaning.

ACTIVITIES

School and learning is much more than lessons! To get the most out of your time at OGHS, get involved in some of these extra-curricular activities, such as sports, culture groups, hobbies and music. They help you to make friends, to learn new things, to keep you fit, healthy and happy, and improve your English. We will talk to you about all of the activities available once you have arrived and settled in.

CULTURAL ACTIVITIES

Activity	Time of Year
Amnesty International	All year
Chamber Music	Terms 1 & 2
Choirs	All year
Creative Writing	All year
Debating	Terms 1, 2 & 3
Duke of Edinburgh Hillary Award	All year
Enviroschools Group	All year
Global Leadership Programme	All year
Hip Hop Dance	Terms 2 & 3
Itinerant Music Lessons	All year
Jazz Band	All year
Junior Production	Term 2
Library	All year
OGHS/OBHS Production	Terms 2 & 3
Orchestra	All year
Pasifika Group	All year
Senior Art Exhibition	Terms 2 & 3
Public Speaking	All year
Robotics	Term 2
Rock Band	All year
Shakespeare Festival	Terms 1 & 2
Wairua Puhou Kapa Haka(Māori Group)	All year
Wearable Arts	Terms 2 & 3



SPORTS

Sport	Time of Year
Aerobics	Terms 2 & 3
Athletics	Terms 1 & 4
Badminton	Terms 2 & 3
Basketball	Terms 2 & 3
Canoe Polo	Term 2
Cricket	Terms 1 & 4
Cross Country	Term 2
Curling	Terms 2 & 3
Football	Terms 2 & 3
Futsal	Terms 1, 2 & 4
Handball	Terms 1 & 4
Hockey	Terms 2 & 3
Ice Hockey	Terms 2 & 3
Multi-sport	All year
Netball	Terms 2 & 3
Orienteering	Term 1
Rock Climbing	Terms 1 & 4
Rowing	Terms 1, 3 & 4
Rugby & Rugby Sevens	Terms 2 & 3
Rugby (Touch)	Terms 1 & 4
Sailing	Terms 1 & 4
Softball	Terms 1 & 4
Squash	Terms 2 & 3
Surfing	Terms 1, 2 & 3
Swimming	Term 1
Tennis	Terms 1 & 4
Volleyball	Terms 1 & 4
Waterpolo	Terms 1 & 4



WEEK ONE

On your first day at school, please come to the main office building at the front of the school and wait in the main foyer. One of the International team will meet you there. Bring your passport and visa letter if you have one. If you have brought a large amount of money to New Zealand, please bring it to school on your first day and we will keep it safe for you or help you to open a bank account. **DO NOT** carry a large amount of money on you at any time. **DO NOT** keep large amounts of money at your homestay. Please see the International Director about keeping your money in a safe place.

Bank Account: If you are staying longer than six months, we can help you to open a NZ bank account. This means you can have a bank card and easily withdraw money and pay for this with your card. Parents – we recommend that you transfer small amounts of money in regular instalments for your daughter to access.

Timetabled Classes: After you complete enrolment procedures, you will need to complete an English Language placement test. This will help us to know about your level of English and will help us to place you in the most suitable classes. We will talk about what subjects you are going to study and you will start going to classes as soon as your timetable is loaded. You will have homework in each subject every night. It is a good idea to take a photo of your timetable to keep on your phone.

Electronic Devices: (laptops, tablets, iPads, smart phones, etc.): OGHS is a Google School. Years 9-13 are BYOD (Bring Your Own Device) so you use your own laptop/tablet. Please take care of and responsibility for it. Please note that use of your devices is for learning only so do not use them for other purposes during class. You will be given a school email address and can use free wi-fi on the school grounds. The school has a strict cyber-bullying policy. Internet usage is also monitored.

Stationery: We will help you to organise your stationery (books to write in) when you arrive, but please bring your own pens and pencils. It is easiest to take your timetable to stationery shop Office Max and they can organise it all for you. We think it is a good idea to bring a calculator with you. Years 9-10 studying mathematics need a Casio fx82 calculator or similar. Years 11-13 students studying mathematics need a fx9750 graphics calculator or similar.

ID Card: You will get your photograph taken and then be issued with a school ID card. You can use this card to get a student discount on public buses, at the movies etc.

Food: Many students bring their own food to school for lunch and morning tea. If you don't want to do this then you can buy food in the school canteen at morning interval and lunch time.

Where to eat: You can eat:

-year level lunch rooms (common rooms) on inside lunch days only

Year 9 = K09

Year 10 = K02

Year 11 = K15

Year 12 = D34

Year 13 = D48 (Year 13 can eat here every day.)

-D41 on inside lunch days only.

-outside in the school grounds.



IMPORTANT INFORMATION

Emergencies: In NZ, the emergency number is 111. This number is to be called if you need an ambulance, the police or the fire department **URGENTLY**.

Attendance: You are expected to stay on the school grounds for the whole of the school day, including interval and lunchtime. Only Year 13 students may go out of school at lunchtimes. If you are unwell and unable to attend school, you must get your homestay parent to call the school (phone 4719727 and leave a message – this is a 24 hour service). This can also be done on the school app. If you are absent from school for three or more days in a row, you may be asked to provide a doctor's certificate. If you need to go to an appointment during the day, you must report to the attendance officer before you leave the school and get an EXEAT pass. International students are expected to have excellent attendance as a requirement from Immigration New Zealand to be able to have a student visa.

Lateness: You must be on time for your classes. Students who arrive late to school must go to the school office on arrival and report to the attendance officer. Repeated lateness will be recorded on your school report.

Cell phones: Cell phones are sometimes used as a learning device in a class at the teacher's discretion. If not being used in class, cell phones should be turned **off** and kept in a student's bag or pocket. Cell phones cannot be used to text, call or receive calls during class times. Students who use their phones during class without the teacher's approval will have their phone taken from them. The student will be able to collect their phone at 4pm on the day it was confiscated from them.
First offence – Phone confiscated until 4pm.
Second offence – Phone must be collected from school office by host parent.
Third offence – Student must meet with the Principal for continual defiance.

Alcohol and other illegal substances are not permitted.

Smoking: You are not allowed to smoke or vape.

Property/belongings: Please be careful with your money and belongings. At the beginning of the year you will be offered the use of a locker to put your belongings in (Year 9 students share with a friend). We recommend that you do not bring more than \$10 cash to school. If you bring your phone or device to school, it is your responsibility and you need to make sure that you do not leave it unattended. If you have to bring any valuables or additional money to school, please bring it to the school office for safe keeping.

Jewellery and Make-Up: The only jewellery you are allowed to wear is a watch and small stud in each ear. You may not wear make-up or coloured nail polish to school. Body piercing and tattoos are not allowed.

How much do things cost in Dunedin?

Movie ticket - \$10-15

Eating out \$15-20

Bus ticket – depends on how far you travel, but on average \$2.30 per ride.

Transport:

Buses : Dunedin has a good public bus transport system.

Cars : You must wear a seat belt every time you are in a car, even if you are in the back seat.

You may not be driven by another student.

You may not drive or buy a car while you are an international student at Otago Girls' High School. You are not allowed to have driving lessons.

Working while studying:

Please contact the International Director if you want to be allowed to work part-time (up to a maximum of 10 hours per week) during term time.

Information for Parents:

The school produces a digital weekly newsletter (Nautilus News). It can be accessed on the school app and Facebook page. It provides regular updates and useful information about the happenings within the school, allowing us to celebrate our academic, cultural and sporting achievements. There is a parent portal on Edge which gives caregivers access to information about their daughter's progress. Details about how to access this will be emailed to parents and agents at the start of the year.

HEALTH

Otago Girls' High School and the New Zealand government make it a condition of enrolment that all international students will have health and travel insurance while they are a student at Otago Girls'. If you have asked the school to arrange insurance for you, then this will be with insurance company Unicare. (www.uni-care.org) Unicare ask that any pre-existing medical conditions, previous medical treatment or ongoing medication is made known to them. If you don't tell Unicare, and then they find out when you make a claim, it is unlikely they will cover your costs. Your insurance policy covers you for 365 days of the year.

Doctor: In New Zealand, when we are not well, we go to see the doctor or what we call a GP (General Practitioner). This doctor can check us and give us medicine if we need it. In New Zealand we only go the hospital if it is an emergency, or we are seriously sick. You have to pay to visit the doctor and for medicine. You pay the cost, but then get a receipt, which you give to the International staff, who will then claim the cost from your insurance.

Dentist: In New Zealand, going to see a dentist is very expensive. We **strongly recommend** you visit the dentist in your own country for a check-up before coming to New Zealand. If you need to see a dentist while you are here, the insurance company may not pay for it.

Eye Check: If you wear glasses or contact lenses and it has been 2 years since your eyes were checked, we strongly recommend you have an eye test before you come to New Zealand. Your insurance will most likely not pay if you need to change your glasses or lenses in NZ. If you wear glasses and have a spare pair, please bring them with you.

Mental Health: Being away from home can be a lot of fun, but it can also be stressful. Sometimes students can feel sad, lonely, angry or homesick. Usually with time, talking with people, exercising, sleeping and eating well, these feelings will pass. If they don't, the International team will be able to help you, or refer you to other confidential caring people who can.

CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

New Zealand education providers have an important responsibility to make sure all international students in their care are well informed, safe and properly cared for. It is compulsory for all education providers with international students enrolled to sign this agreement. **Otago Girls' High School is a signatory** to the New Zealand Ministry of Education's Code of Practice for the Pastoral Care of International Students.

The Code sets out the minimum standards that are expected of education providers with respect to international students. An international student is a foreign student studying in New Zealand.

You can download a copy of the Code in English and other languages from the NZQA website <https://www.nzqa.govt.nz>

Help with problems at school:

If you have any problems at school, you first talk to your whanau teacher, or Head of House or international department member. If you are still unhappy, you can talk to your Head of House. If after that, you are still not satisfied, you can make an appointment to see the Principal.

If, after talking to all these people, you feel your problem has still not been solved, you can contact: NZQA (New Zealand Qualifications Authority), phone 0800 697 296, or write to:

The Complaints Officer
New Zealand Qualifications Authority
P.O. Box 160
Wellington 6140

What do I do if I have a complaint about the school or an agent of the school?

First you must talk to the school, either the International Director (sn@oghs.school.nz) or the Principal (da@oghs.school.nz). The Code requires that all complaints go through the school's internal processes before you can take the complaint further. If your complaint is not resolved to your satisfaction, contact NZQA. NZQA is a government organisation who will give you an independent assessment and may investigate the matter themselves, or advise you about what to do next. You can phone for advice, phone 0800 697 296, or submit your complaint in writing. A complaint form can be downloaded from

<http://www.nzqa.govt.nz/about-us/make-a-complaint/make-a-complaint-about-a-provider/>

You can then send your complete complaint form, along with any supporting evidence to:

The Complaints Officer
New Zealand Qualifications Authority
P.O. Box 160
Wellington 6140

Or scan the form and send it by email to qadrisk@nzqa.govt.nz

If it is a contractual or financial dispute, you can contact iStudent Complaints. They are a free independent service, phone 0800 00 66 75, www.istudent.org.nz

We hope you will have a great year at Otago Girls' High School!